



Arizona Superior Court, Pima County COVID-19 and Court Services - Updated Guidance (April 3, 2020)

In the ongoing effort to limit potential exposure to the Coronavirus and to promote social distancing, the Arizona Superior Court in Pima County is further modifying court operations to ensure the health and safety of all who work for the court as well as court users, while providing essential justice services to the community.

Pima County Superior Court Administrative Order [2020-16](#) was issued by Presiding Judge Kyle A. Bryson on March 26, 2020, announcing that **no in-person proceedings will be conducted at the Superior Court in Pima County or the Pima County Juvenile Court Center**. Limited exceptions will be made for hearings where an in-person appearance is required by statute or the Arizona State or U.S. Constitution, [including Orders of Protection](#).

Restrictions have been instituted by Superior Court, Juvenile Court, and Clerk of Court departments, limiting the number of persons permitted in each lobby or service counter area. **All individuals who enter the courthouse must observe social distancing guidelines. Please, do not visit the courthouse if you are ill, and do not bring your children and friends to court if they are ill.**

As the Court works to maintain the balance of critical services provided for under the Constitution for those who need protective orders, those who have emergencies, and those in jail awaiting arraignment or sentencing, we ask the public to follow the guidelines below.

- **Attorneys, persons representing themselves, or witnesses should contact the assigned [Judicial Division](#) or case-associated counsel before traveling to the courthouse for a scheduled court hearing.**
 - All non-essential hearings have been postponed or will be held by alternate means.
- The [Clerk of the Superior Court](#) continues to accept all family law filings.
- **We ask the public to delay, if possible, all discretionary, non-essential proceedings**, including but not limited to:
 - Name Changes, Marriage Licenses, Divorces, Passport Applications
 - Legal Records searches (records services may be available [online](#), via [correspondence](#), or by calling 520-724-3240)
- **Orders of Protection requests**
 - **The Court can accommodate protection requests telephonically or in person. See the detailed information below.**
- **Notify court security staff of any suspected COVID-19 exposure or symptoms (fever, dry cough, shortness of breath) before entering the courthouse. Do not come to court if you are ill.**

[More specific details as to various Court departments and procedures are below.](#)

JURY DUTY

Regular ("petit") jury service is suspended until April 30, 2020. Individuals who have been summoned to jury duty before April 26, 2020, are excused from jury service.

Existing Grand Jury proceedings are continuing with jurors observing social distancing guidelines. Current jurors who are ill or exhibiting symptoms of COVID-19 should contact the [Jury Office](#) immediately. Prospective Grand Jurors scheduled to appear on March 25, 2020, have been rescheduled for May 13, 2020, at 7:30 a.m. A letter with additional details will be mailed to those concerned.

If you have questions about your jury service, please contact the Pima County Jury Office at 520-724-4222, Monday through Friday, between 7:00 a.m. and 5:00 p.m., or email jurymail@sc.pima.gov. We respectfully request that you do not visit the courthouse to check on jury arrangements.

ORDERS OF PROTECTION / INJUNCTIONS AGAINST HARASSMENT

The Court continues to process both Order of Protection (OOP) and Injunction Against Harassment (IAH) requests, Monday through Friday, from 8:00 am until 5:00 pm.

(If you are in danger, call 911. If you want to file a protection request after business hours or on weekends, contact your local law enforcement agency.)

The Court can process your Domestic Violence OOP telephonically; you do not need to visit the courthouse. For IAH's - most of the process can be done telephonically, but you must visit the courthouse to pick up the paperwork for service and pay a filing fee - or file a request to waive that fee.

- **Start your OOP/IAH process online, if possible, using [AZPOINT](#)** (Arizona Protective Order Initiation & Notification Tool)
 - You can access AZPOINT from any computer, tablet, or mobile phone.
 - Make sure the device you are using is safe, and that the person causing harm to you is not monitoring you.
- Upon completing the application in AZPOINT, you will get a **reference number**.
- Call the office of the Clerk of Court **(520-724-3221)** with the **AZPOINT reference number**.
- The Clerk will confirm your information and make sure your paperwork is in order.
- The Clerk will then arrange for you to appear for your hearing with the Judge by telephone.

Make sure you are safe if the Court grants your petition.

- **The Court will send the Order of Protection out for service that same day** unless you request a delay. The Court cannot delay the service request by more than 72 hours.
 - Service of a Domestic Violence Order of Protection is free.
 - The Order will be served by the police or a constable as soon as they find the defendant.
 - There is a small fee for processing an Injunction Against Harassment. You will have to visit the courthouse to pay your fee, and pick up the paperwork. You will also have to arrange service through local law enforcement.

The Arizona Coalition to End Sexual and Domestic Violence (ACESDV) can provide safety planning information. Call them at 602-279-2900, 800-782-6400, or TTY 602-279-7270. Find [safety planning information](#) from ACESDV.

For the safety and health of the community, the Court hopes to process most of these requests telephonically.

The Court will continue to accommodate persons who visit the courthouse for protection requests.

LAW LIBRARY & RESOURCE CENTER

The Superior Court Law Library & Resource Center has transitioned to remote access, only. Law Library staff is responding to email and telephonic requests from the public and attorneys, Monday through Friday, from 8:00 a.m. until 4:45 p.m. Legal forms are available for pick-up upon request.

See the [Law Library page](#) on the Superior Court website for more details on how to access Law Library services, or call 520-724-8456.

ESSENTIAL HEARINGS

Essential hearings, which will generally be held in-person, are addressed in Administrative Order [2020-16](#), please refer to this for more information.

FAMILY LAW PARENTING TIME GUIDELINES DURING COVID-19 PANDEMIC

Please see the information on the [Family Law](#) page of the Superior Court website

ATTORNEYS

If you are scheduled to appear and remote participation is preferred, contact the judge's chambers. A complete list of Superior Court judicial officers and their contact information is [here](#).

PARTIES TO A CASE/LITIGANTS

If you are represented, please contact your attorney and follow their directives.

If you are representing yourself and scheduled to attend a non-essential in-person Superior Court hearing, please contact the [judicial division](#) hearing your matter to coordinate an alternative method of participation or to reschedule your hearing.

PRETRIAL SERVICES

If you are scheduled to meet with a Pretrial Services officer, please call 520-724-3310 or email pts@sc.pima.gov

If you are currently under the supervision of Pretrial Services and must perform drug/alcohol testing, please call the Pretrial Services office at 520-724-3310 or email pts@sc.pima.gov for direction.

ADULT PROBATION

If you are referred for a presentence investigation report, please report to the downtown Adult Probation office at 150 West Congress, Tucson, 85701, immediately following your court appearance. Please advise the Probation Department if you are feeling unwell so you can be scheduled to return at a later time.

If you are newly sentenced to probation, please proceed directly to the downtown Adult Probation office at 150 W. Congress, Tucson, 85701, to receive reporting instructions to a designated field office.

If you are already on probation, contact your probation officer or the Adult Probation Office at 520-724-3800.

A list of Adult Probation offices and more information is [here](#).

JUVENILE COURT AND JUVENILE SERVICES

Most hearings and proceedings will take place telephonically. Current exceptions are:

- Custody delinquency adjudications
- Disposition hearings
- Judicial transfer hearings
- Changes of plea
- Detention hearings

Family Drug Court will conduct telephonic hearings beginning April 1, 2020.

The Juvenile Court Resource Center is temporarily closed.

- Please call 520-724-4747 for mediation documents or court forms.

Orders of Protection/Injunctions Against Harassment at Juvenile Court

- Will be conducted telephonically, when possible.
- If you visit the courthouse, please proceed to the office of the Clerk of Court, next to Courtroom 1.

For more information, check the Pima County Juvenile Court [website](#) or call 520-724-2000.

CASA Volunteers

- CASA volunteers who have cases before the court should contact the Juvenile Court at 520-724-2060.

FAMILY CENTER OF THE CONCILIATION COURT (FCCC) / PARENT EDUCATION CLASSES

The Family Center of the Conciliation Court is not holding in-person visits or evaluations at this time. They are conducting mediation and conciliation matters by phone, and evaluators are holding parenting appointments telephonically as well.

FCCC has temporarily postponed any evaluation-related family observation, child interviews, and home visit appointments.

If you are scheduled to attend a Parenting Education class or bring your child by for an interview, please contact FCCC at 520-724-5590 or fccc@sc.pima.gov to reschedule your appointment.

If you need to register for a Parent Education class or need information about evaluations, interviews, or home visit appointments, please call FCCC at 520-724-5590 or email fccc@sc.pima.gov for more details.

COURT VISITS AND PUBLIC EVENTS

Courthouse visits and court-sponsored public events, including Court Night and Law Day, are suspended until further notice. Please contact the [community relations office](#) of the Superior Court with questions.

COVID-19 INFORMATION

We encourage the Pima County community to stay informed by visiting the following websites:

- The Pima County Health Department: <https://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=527452>
- The Arizona Department of Health: <https://www.azdhs.gov/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/index.php#novel-coronavirus-home>
- The Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

The Superior Court continues to work with local government and health departments, and the Arizona Supreme Court to ensure we are taking the necessary steps in response to the virus. Superior Court leadership will continue to monitor the situation while providing access to justice and service to the public.

Thank you for your continued patience and understanding. Please check www.sc.pima.gov regularly for the latest information. Public inquires may be directed to communityrelations@sc.pima.gov.